



YOUNG WOMEN  
*in* BUSINESS

## Director, Internal Relations

### WHO YOU ARE

For the fabulously organized, become the internal glue to our network! Correspond between the team and YWiB Calgary members and help keep the team organization in check when it comes to all administrative work. Work with each member of the executive team to ensure there is proper documentation, room-booking requirements are met, and there is strong cohesiveness among the executive team. Also, you will have the opportunity to work closely with the President to learn the in's and out's of running a team.

### RESPONSIBILITIES

- Work with the President to create an agenda for monthly executive meetings.
- Prepare an agenda and take minutes at executive monthly team meetings.
- File agenda and meeting minutes in the executive drive.
- Following each executive meeting, email takeaway notes/action items required from each executive team member.
- Keep record of meeting attendees.
- Assist the President in following up with executive team members regarding deadlines, action items, etc. If an executive member is absent, take notes on their behalf to present to the rest of the executive team.
- Schedule executive team meetings and send calendar invites as required.
- Work with the President and Vice President in writing job descriptions, onboarding, scheduling, and orientation of new executive members.
- Attend All Presidents Meeting with the President and Vice President.
- Review All Presidents Meeting Minutes on a monthly basis and add any relevant information to Calgary Chapter Agenda for next executive meeting.
- From time to time be a support to executive team members in scheduling, preparing the agenda, and meeting minutes for meetings outside of monthly executive meetings.
- Proactively seek opportunities to engage the executive team and improve team cohesiveness wherever possible.
- Be a brand ambassador and represent YWiB Calgary!

## REQUIREMENTS

- Proficient communication skills (both verbal and written) to be able to actively lead member engagement at events
- Reliable and respectful of other executive members time in terms of attending executive meetings, YWiB Calgary events, etc.
- Excellent organizational skills to stay on track with deadlines and action items
- Self-motivated, detail-oriented and comfortable communicating expectations with peers and YWiB members